



SALES AND USE TAX LICENSE APPLICATION

City of Longmont - www.longmontcolorado.gov
 Civic Center Complex - 350 Kimbark Street - Longmont, CO 80501
 (303) 651-8672

There is a one-time
\$25.00 Processing Fee
 with Application

GENERAL INFORMATION

Business Owner(s) _____

Doing Business As or Trade name _____

Business Ownership Name _____

Type of Ownership ☐ Individual ☐ Corporation ☐ Partnership

Do you have a SS # or ITIN ☐ Yes

☐ No

FEIN # _____

FEIN # _____

Colorado Department
 of Revenue ID Number

☐ LLP

☐ LLC

☐ Non-Profit

FEIN # _____

FEIN # _____

CDOR Exemption # _____

Physical location of business

Address _____

City _____ State _____ Zip _____

Mailing address for business (enter only if different from Physical location)

Address _____

City _____ State _____ Zip _____

Bus Phone Include Ext _____ Alt Phone Include Ext _____

Email _____

Primary Contact Information

Name of Contact person _____ Roll of Contact Person _____

Mailing address for Contact

Address _____

City _____ State _____ Zip _____

Contact Email address _____ Contact Phone - Include Ext _____

2nd Contact Information

Name of Contact person _____ Roll of Contact Person _____

Mailing address for Contact

Address _____

City _____ State _____ Zip _____

Contact Email address _____ Contact Phone - Include Ext _____

Filing Frequency

- ☐ Annual Filing - no sales tax generated
- ☐ Quarterly Filing - less than \$50.00 City tax per month
- ☐ Monthly Filing - More than \$50.00 City tax per month
-

Business Type

What type of business will you have?

NAICS _____

- | | | | |
|-------------------------------------|--|--|-------------------------------------|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Home Furnishings | <input type="checkbox"/> Professional and Other Services | <input type="checkbox"/> Government |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Utility | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Lodging/Hospitality | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Grocery | <input type="checkbox"/> Construction | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Leasing |

Detailed description of business activities _____

Date business activity will begin in Longmont _____**Will your business have a permanent location in the City of Longmont?**☐ Yes*** Business in the Home** ☐☐ No*** Read and sign section below
for Home Occupations**☐ Business based outside of Longmont☐ Mobile food vendor ☐ Commercial Kitchen - Address _____☐ Other Other Description _____

INFORMATION FOR HOME OCCUPATIONS**Please read and check the acknowledgement box if your business will be operated out of your private residence within the City of Longmont**

You will be responsible for ensuring that your business meets the following criteria for home occupations

Section 15.10.020 # 153 defines a Home Occupation, it states: "Home Occupation means an accessory use of a dwelling unit (or of and accessory structure allowed on a residential lot) for gainful employment of the residents of the dwelling unit, which use does not change the essential residential character or appearance of the dwelling unit."

Longmont Municipal; Code Section 15.04.030.C.4 states:

It is the intent of this subsection to regulate home occupations so that the average neighborhood resident, under normal circumstances, will not be negatively impacted by and will be minimally aware of their existence. Home occupations must meet all of the following criteria:

- a. Home Occupations shall be conducted entirely within the principal structure or an accessory structure associated with the residential use, and shall be carried on by at least one resident of the principal dwelling as well as no more than one additional non-resident.
- b. Home Occupations shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the residential character of the property.
- c. Size for home occupation:
 - i. For home occupations not servicing the public at the location, the total area used for the home occupation shall not exceed an area representing one-half (50 percent) of the gross floor area of the principal dwelling unit.
 - ii. For home occupations engaged in serving the public at the location, the total area used for the home occupation shall not exceed an area representing 15 percent of the gross floor area of the principal dwelling unit unless the area of the home occupation is a live/work unit as defined in the building code as adopted by the City of Longmont.
- d. There shall be no advertising of other display or indications of a home occupation, with the exception of signage permitted for home occupations per chapter 15.06 (Signs), of this development code.
- e. There shall be no substantial retailing or wholesaling of stocks, supplies, or products conducted on the premises of a home occupation; however, delivery of retail products to the consumer off the premises, such as in the course of a mail order business, shall be permitted.
- f. There shall be no exterior storage on the premises of supplies of material used in the home occupation. nor of any chemically hazardous, explosive, or combustible material within the dwelling or upon the exterior of the property.
- g. A home occupation shall provide additional off-street parking area adequate to accommodate all needs created by the home occupation, without changing the residential character of the premises.
- h. A home occupation shall not generate or result in nuisances such as traffic, on-street parking, noise, vibration, odor, glare, fumes, electrical interference, or hazards greater than that usually associated with residential uses.

☐ By checking this box, I acknowledge that I have read and understand the ordinance stated above agree to abide by it under penalty of law and to notify the City of any changes in this home occupation. I understand that this application is intended to inform applicants of the regulations and in no way legitimizes any use that does not strictly conform to the provisions of the ordinance as stated above.

Please continue to the signature section of the application. Information for building, zoning and fire is not necessary for a business operated out of a private residence.

INFORMATION FOR BUILDING, ZONING, AND FIRE

Please read and fill out this section if your business located within the City of Longmont is operating from a commercial location and not a private residence.

Square footage of the tenant space? _____

Name of Previous business at location? _____

Nature of previous business at location? _____

will your business be utilizing space inside of an already existing business? ☐ Yes ☐ No

Please give name of the business and explain how much space you will utilize inside their tenant space

Did you purchase an existing business? ☐ Yes ☐ No

Was sales or use tax paid on the fixed business assets purchased? ☐ Yes ☐ No

Will you be changing the nature, size or equipment of the business you purchased? ☐ Yes ☐ No

Please describe _____

Are fire alarms installed in the tenant space? ☐ Yes ☐ No

Are there fire sprinklers installed? ☐ Yes ☐ No

Will customers be coming to the site? ☐ Yes ☐ No

Will there be any cooking done on site using ovens, stoves, fryers, grills, smokers or other cooking equipment (microwaves excluded)? ☐ Yes ☐ No

Please describe what type of cooking equipment will be used.

Is there an existing kitchen hood at the site? ☐ Yes ☐ No

Will there be any hazardous or flammable materials used or stored on site? ☐ Yes ☐ No

If so please describe _____

Will there be any manufacturing or production processes at this site? ☐ Yes ☐ No

Please give a brief description of manufacturing processes on site.

Will there be any outdoor activity or storage on site including outdoor seating or keeping of work vehicles? ☐ Yes ☐ No

Please describe all outdoor activities.

Will you be making any changes to the exterior of the property (e.g. lighting, landscaping, parking, etc.)? ☐ Yes ☐ No

Please describe any changes to the premises.

Will you be making any changes to the building, including electrical wiring, plumbing, HVAC, demolition, or addition of walls or rooms? ☐ Yes ☐ No

Please describe _____

APPLICANT SIGNATURE

I hereby certify under penalty of perjury, that the statements made herein are to the best of my knowledge, true and correct

Signature _____ Date _____

Print Name _____

OFFICE USE ONLY

Account Number	_____	GEO CODE	_____
Filing Status	_____	NAICS Code	_____
Sub Category	_____		
Application Type	<input type="checkbox"/> Oline	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> Online
			<input type="checkbox"/> Check
			<input type="checkbox"/> Cash